

let's **TALK** about

UPDATED! FY 2020 HOLIDAY SCHEDULE

WINTER HOLIDAY OFFICE CLOSURE

City offices will again close at the end of the calendar year in observance of the time period between the Christmas Eve and New Year's Day holidays from December 24 to January 1. Of these days, five (5) are paid city holidays. For the remaining two (2) days on **December 27 and 30**, employees will have the option of using **Personal Leave, Annual Leave, Compensatory (Comp) Time, Incentive Leave, or Voluntary Leave Without Pay.**

ADDITIONAL HOLIDAY INFORMATION

Civilian employees may be eligible to receive an additional Floating Holiday based on attendance for use during FY 2020 in accordance with [Administrative Directive 4.4, Leave Administration](#). Any Floating Holiday granted to civilian employees during this fiscal year that is not taken before October 1, 2020, will be forfeited.

Uniformed Fire Department personnel will accrue a 13th holiday, designated as the September 11th Holiday in compliance with State Law. Since September 11th is not a City holiday, this accrual shall be used in accordance with Fire Department policy.

Total holiday hours are based on the employee's work schedule. If the employee works an eight (8)-hour day, the holiday is paid or banked at eight (8) hours. For employees who work a 10-hour day, the holiday is paid or banked at 10 hours. To be eligible for holiday pay, an employee must work the day before and after the holiday, unless on scheduled and approved leave.

<i>Updated! FY 2020 Holiday Schedule</i>	
Veterans Day – November 11, 2019	Winter Holiday – December 31, 2019
Thanksgiving Day – November 28, 2019	New Year's Day – January 1, 2020
Day After Thanksgiving – November 29, 2019	Martin Luther King Jr. Day – January 20, 2020
Christmas Eve – December 24, 2019	Fiesta San Jacinto Day – April 24, 2020* <i>This holiday will not be observed in FY 2020.</i>
Christmas Day – December 25, 2019	Memorial Day – May 25, 2020
Winter Holiday – December 26, 2019	Independence Day (observed) – July 3, 2020
City Closure (Employee Leave) – December 27, 2019	Labor Day – September 7, 2020
City Closure (Employee Leave) – December 30, 2019	

***NEW!** In place of the Fiesta San Jacinto holiday, civilian employees will be awarded eight (8) hours of Floating Holiday leave. This leave can be used all at once or split as needed.

Pre-K Note: Most Pre-K 4 SA Department employees will follow a different holiday schedule. For questions about the holiday schedule for Pre-K 4 SA, contact the Pre-K 4 SA Employee Relations Team.

CONTACT

If you have any questions, contact your department's Employee Relations team or Human Resources Customer Service at 207-8705 or [**AskHR@sanantonio.gov**](mailto:AskHR@sanantonio.gov).

